



Report of: Head of Property Maintenance

Report to: Chief Officer, Civic Enterprise Leeds

Date: 28th July 2015

Subject: Extension of the supply of flooring materials for 12 months from 29th September 2015

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

1. This contract is a framework arrangement for the supply of flooring materials to Leeds City Council's Property Maintenance Flooring Section who are the Internal Service Provider, providing a flooring service to all Leeds City Council Directorates.
2. The framework was set up three years ago by Property Maintenance following an increased workload due to the "Changing the workplace" programme and the need to secure supplies to deliver the service. A competitive tendering exercise took place to establish the framework with 4 Lots to cover the supply of carpets, vinyl and associated products.
3. The contract is for three years plus one 12 month extension and commenced on 30th September 2012 with a possible extension for a further year. The annual value of the contract is £175,000 per annum.
5. This report seeks approval from the Chief Commercial Officer to extend this framework contract to the nominated suppliers as detailed in this report.
6. The decision to award is a Significant Operational Decision and will be published.

Recommendation

1. The Chief Officer, Civic Enterprise Leeds is recommended to extend the contract with the afore mentioned contractors for one year from 29th September 2015.

1. Purpose of this report

- 1.1 The purpose of this report is to seek approval to extend this contract for a further twelve months from the 29th September 2015 in accordance with the terms of the existing contract.
- 2.1 The annual contract value is in the region of £175K, therefore the contract award represents a Significant Operational Decision under the Council's constitution.

2. Background information

- 2.1 Due to the ever increasing business within the Flooring Section it was recognised that further provision for flooring supplies was needed. Therefore it was decided to develop a specific framework contract for the supply of flooring materials
- 2.2 A tender process commenced in July 2011, with the establishment of a project team. The project team comprised of four representatives from Property Maintenance and the Procurement Unit.
- 2.3 The tender process was undertaken in the format of a 'restricted' tendering procedure (PQQ then tender stage) and was advertised in EU journal and also on the Council's Electronic Tendering System.
- 2.4 The contract was developed to consist of a number of material 'Lots' that cover the full spectrum of materials that are required by the Flooring Section. By creating these separate Lots it gave the opportunity for all flooring materials suppliers and manufacturers, large and small, to tender for the contract. The material 'Lots' consist of the following:-
 - Lot 1. The Supply of Carpet Materials.
 - Lot 2. The Supply of Vinyl Materials.
 - Lot 3. The Supply of Carpet Sundry Items.
 - Lot 4. The Supply of Vinyl Sundry Items.
- 2.5 The tender documents were designed to include as many suppliers as possible on a framework contract. The framework contract ranked the suppliers in order of their aggregated score achieved from the evaluation on their price and quality submissions.
- 2.5 The contract was awarded on the 30th September 2012 for three years plus one 12 month extension with an annual value of £175,000 per annum. The award report is attached as Appendix I.

3 Main issues

- 3.1 This contract that is required to be extended is a framework arrangement for the supply of Flooring materials to Property Maintenance's Flooring Section are responsible for supply this type to other Leeds City Council's clients.
- 3.2 In September 2011 a framework for this service was put in place.. The contract period was for three years, with provision for an extension for a further year. The annual value of the contract is estimated to be £175k per annum.
- 3.5 The contract has been running efficiently and effectively for the last 2 years and has proved to be invaluable in securing and providing flooring materials to Property Maintenance's Flooring Section as the department has continued to grow.
- 1.2 Because the contract has proved to be both cost effective and reliable it has been decided to take up the contracted option of the one year extension which will mean that contract will expire in September 2016.
- 1.3 Discussion have been held with Housing Leeds, Property and Contracts who will be taking on the responsibility of this contract as part of Property Maintenance's transfer to Environment and Housing. They have agreed with extending this contract which will give them the time to carry out a full review of the service as part of their procurement strategy.

4. Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The decision to extend the contract has been discussed with Housing Leeds and the Procurement Unit.
- 4.1.2 A number of meetings have been held between staff from both Property Maintenance and Property and Contracts who will be taking on the responsibility of this contract as part of Property Maintenance's transfer to Environment and Housing and they have agreed to the extension of this contract.

4.2 Equality and Diversity / Cohesion and Integration

- 4.1.2 There are no issues concerning equality and diversity with the extension of the Asbestos Removal services contract.

4.3 Council policies and City Priorities

- 4.3.1 The services provided under this report will contribute to the 'Health and Wellbeing' City Priority Plan.

4.4 Resources and value for money

4.4.1 The contract is monitored monthly by Property Maintenance and throughout the last two years has provided value for money and quality products.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Contract Procedure Rule 21.1, allows the contract to be extended before its expiry date where it is in accordance with its terms and has proved to deliver best value for money.

4.5.2 As the yearly spends on this contract is under the threshold for a major decision (£250k) therefor the decision is a Significant Officer Decision (SOD).

4.6 Risk Management

4.6.1 There are no particular risks in extending this contract.

4.7 Conclusions

4.7.1 Given that the contract is performing well with no current performance issues and can be shown to be financially competitive, it would not represent value for money to re-tender the contract at this stage.

4.8 Recommendations

4.8.1 The Chief Officer of Civic Enterprise Leeds is recommended to give approval to extend this contract with the present suppliers for one year from the 29th September 2015.

4.9 Background documents

4.9.1 Appendix I – 2011 Award Report.